

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

January 23, 2013

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors Meeting of The Woodlands Township met in regular session, open to the public, on January 23, 2013, posted to begin at 5:00 p.m. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Blvd, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:
Bruce Tough

President/General Manager:
Don Norrell

Vice Chairman:
Peggy Hausman

Staff/Advisors:

Alan Benson
Kim Cogburn
Karen Dempsey
Taunya Jacques
Miles McKinney
Mike Page
John Powers
Daniel Ringold
Monique Sharp
Bret Strong
Susan Welbes
Renee Williford
Nick Wolda

Secretary:
Ed Robb

Treasurer:
Gordy Bunch

Directors:
Mike Bass
Nelda Luce Blair
Jeff Long

1. Pledge of Allegiance;

Chairman Tough invited a group of children to join him in leading the Pledge of Allegiance to the United States flag and Texas State flag.

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2. Call meeting to order;

Chairman Tough called the meeting to order at 5:04 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

Motion by: Director Hausman moved to adopt the agenda as presented.

Second by: Director Long

Motion passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

4. Recognize public officials;

No Public Officials were recognized.

5. Public comment;

The following individuals addressed the Board:

Anissa Cataneda-representing member of the Lifesavers D.I Team from Collins Intermediate School spoke about the need to add flashing lights near school zones;

John Nanninga-2323 Lake Robbins commented on items 18 and 20 regarding placement of the American flag at park entrances

6. Receive and consider reports from Village Association Representatives;

Reports were provided by the following Village Association (VA) representatives:

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Alden Bridge VA-President Steve Leakey reported that Deputy Brad Curtis gave a law enforcement report; guest speaker, Dabney Wisenbaker, gave an update on The woodlands Marathon; received 8 filings for the upcoming village elections; received compensation for Woodlands Green efforts; scholarship application process is underway; Spring Festival will be held March 30 at Lakeside Park; Board supports flag efforts on specified days at park entrances;

Cochran's Crossing VA-President Stuart Schroeder commented that the Board enjoyed judging the Christmas Lighting Contest in December; awarded \$950 in teacher grants; reported that the village collected the most caps and corks for the Caps and Corks Collection Project and thanked Galatas Elementary School for its help; received a presentation regarding the need for flashing lights near school zones; received a law enforcement report; received an update o The Woodlands Marathon and Village Cheer Challenge from Dabney Wisenbaker; started scholarship application process

7. Update concerning 2013 agenda format;

Karen Dempsey, Management Analyst for The Woodlands Township, provided an overview of changes that were recently made to the 2013 Board agenda format.

8. REGULAR AGENDA:

9. Receive, consider and act upon the financial report;

Monique Sharp, Assistant General Manager of Finance and Administration for The Woodlands Township, presented The Woodlands Financial Report. The Board was referred to handout material containing the General Purpose Statements as of and for the eleven months ended November 30, 2012. After a review of the combined Financial Statements and Monthly Investment Report, a report on the General Fund vs. Actual was presented. Ms. Sharp then reported on sales tax collections, hotel occupancy tax collections, and property tax collections.

Motion by: Director Blair moved to accept the financial report as presented.

Second by: Director Bass

Discussion followed.

Motion passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

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The financial report is attached hereto as Exhibit "A."

10. Receive, consider and act upon the annual review of The Woodlands Township's Investment Policy, including any revisions, and adoption of a Resolution Adopting Investment Policies and Guidelines for The Woodlands Township;

Monique Sharp presented this item and informed the Board that the Public Funds Investment Act requires The Woodlands Township to review its investment policies annually and adopt a resolution in connection therewith. Ms. Sharp shared with the Board that the policies are the same as those adopted in 2012 except for one revision as noted below.

Section 6.1 of the Resolution Adopting Investment Policies and Guidelines for The Woodlands Township was revised to include surety bonds as an acceptable form of collateral for the Township's time and demand deposits. Ms. Sharp noted that the surety bonds must be issued by a surety company that has a rating of at least "A+" in the current A.M. Best Key Rating Guide.

Following Ms. Sharp's presentation, Chairman Tough welcomed comments from members of the Township's Investment Committee. The Investment Committee recommended that the Board of Directors adopt a Resolution Adopting Investment Policies and Guidelines for The Woodlands Township.

Motion by: Treasurer Bunch moved to adopt a Resolution Adopting Investment Policies and Guidelines for The Woodlands Township.

Second by: Secretary Robb

Board discussion followed.

Motion passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

A Resolution Adopting Investment Policies and Guidelines for The Woodlands Township is attached hereto as Exhibit "A."

11. Receive, consider and act upon approval for The Woodlands Township to apply for a participating membership in the National Joint Powers Alliance;

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Monique Sharp commented that membership in the National Joint Powers Alliance (NJPA), a contracting agency operating under the legislative authority of Minnesota Statute 123A.21, would allow the Township to receive contract purchasing benefits. In order to purchase items through NJPA, a membership agreement must be executed. Ms. Sharp informed the Board that there is no fee to join the alliance.

Motion by: Director Blair moved to authorize the President/General Manager to execute a Membership Agreement with the National Joint Powers Alliance.

Second by: Vice Chairman Hausman

Board discussion followed.

Motion passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

12. Receive, consider and act upon authorization of an investment in a Certificate of Deposit with a two-year maturity;

Monique Sharp began by informing the Board that the Township's Investment Policy requires Board approval for any investment with a maturity greater than one year. Ms. Sharp then presented quotes from three banks offering investment in certificates of deposits with a two year maturity.

Motion by: Treasurer Bunch moved to authorize the Investment Officer, designated as the President/General Manager of The woodlands Township, to transfer funds currently in a money market account at Cadence Bank (approximately \$3,158,113) to a two-year Certificate of Deposit with an annual percentage yield of 0.70%.

Second by: Secretary Robb

Board discussion followed.

Motion passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		

Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

13. Recess the regular meeting of the Board of Directors;

Chairman Tough recessed the regular meeting of the Board of Directors at 5:43 p.m. in order to conduct a public hearing concerning a proposed amendment to Park Order No. 020-09 regarding fees and charges for recreation facilities, pools, programs and services.

14. Convene and conduct a public hearing on a proposed amendment to Park Order 020-09 regarding fees and charges for recreation facilities, pools, programs and services;;

Chairman Tough called on John Powers, Assistant General Manager of Community Services for The Woodlands Township, to provide a brief overview of this item. Following Mr. Powers comments, Chris Nunes, Director of Parks and Recreation for The Woodlands Township, provided an analysis of the 2013 Parks and Recreation fees which was then followed by a presentation on an Amenity Card Pass.

Board discussion followed with Director Bass requesting that this item be reviewed by the Parks and Recreation Advisory Council prior to Board action. Director Bunch commented on the Amenity Card Pass and recommended that a one-year trial period be used for the Amenity Card Pass. Additionally, Director Bunch recommended that the Amenity Card price be set at \$100 for Model "C" and \$75 for Model "D" with unlimited rides on the Waterway Cruisers.

Following Board discussion, Chairman Tough called for Public Comment. There was no Public Comment on this item.

15. Reconvene the regular meeting of the Board of Directors;

Chairman Tough reconvened the regular meeting of the Board of Directors at 6:25 p.m.

16. Receive, consider and act upon adopting an amendment to Park Order 020-09 regarding fees and charges for recreation facilities, pools, programs and services;

Motion by: Director Bass moved to approve the pool fees as presented and refer all other proposals to the Parks and Recreation Advisory Council for their input and bring this information back to the Board in February.

Second by: Treasurer Bunch

Friendly Amendment by: Treasurer Bunch moved to approve Models "C" and "D;" change number of rides on the Waterway Cruisers to unlimited for both models; change the Amenity Card price to \$100 for Model "C" and \$75 for Model "D;" conduct a one-year trial period with the Amenity Card Pass.

The friendly amendment was accepted by Director Bass. Don Norrell, President/General Manager of The Woodlands Township, commented that he would need to have Brazos Transit look at the grant since there is a charge to the public for riding the Waterway Cruisers. It was also mentioned that the Waterway Cruiser Agreement may also need to be looked at to see if modifications need to be made to it as well.

Modification to Friendly Amendment: Treasurer Bunch then modified his friendly amendment as follows: approve Model "C" at a price of \$100 with five (5) Waterway Cruiser rides and Model "D" at a price of \$75 with three (3) Waterway Cruiser rides; conduct a one-year trial period with the Amenity Card Pass.

The modified friendly amendment was accepted by Director Bass.

Board discussion followed.

Original motion including modified friendly amendment passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

17. Recess the regular meeting of the Board of Directors;

Chairman Tough recessed the regular meeting of the Board of Directors at 6:31 p.m. in order to conduct a public hearing on a proposed amendment to Park Order No. 019-09 concerning the placement of American flags at park entrances.

18. Convene and conduct a public hearing on a proposed amendment to Park Order 019-09 concerning the placement of American Flags at park entrances;

John Powers provided background information on a request that was received from the boy scouts to place flags at the entrance to Forestgate Park and Falconwing Park in the Village of Indian Springs. Mr. Powers reviewed the specifics of the proposal including the time of day that the flag will be displayed, the specific days requested for display, height of the flagpole and where the flagpole will be located.

According to Mr. Powers, the boy scouts will be required to comply with the American Flag Code which requires that the flag be inspected three times per day. Mr. Powers noted that the amendment to Park Order No. 019-09 also includes language that states that the organization that brings forth the proposal is responsible for ensuring that all village parks are included.

Board discussion followed. Director Bass requested that Memorial Day be added to the list of days that the flag will be displayed.

Following Board discussion, Chairman Tough invited members of the public to provide comments. The following individuals provided Public Comment:

- Stuart Schroeder commented that specific dates need to be listed in the amendment to Park Order No. 019-09;
- Steve Leakey commented that he agreed with Mr. Schroeder's comments;
- Lloyd Matthews requested clarification that the boy scouts must seek participation from all villages regarding putting up flags at village park entrances;
- John Nanninga commented that this item should be tabled for one year and be put in the hands of the Covenant Administration department; concerned about some of the language used in the amendment such as may, will, and shall

19. Reconvene the regular meeting of the Board of Directors;

Chairman Tough reconvened the regular meeting of the Board of Directors at 6:41 p.m.

20. Receive, consider and act upon adopting an amendment to Park Order 019-09 regarding a policy concerning the placement of American Flags at park entrances;

Motion by: Director Bass moved to approve the proposal with the following modifications:

- i(c) Add Memorial Day;
- i(h) The President may establish procedures and additional standards relating to the display of American Flags at the village park entrances; reevaluate in one year.

Second by: Treasurer Bunch

Board discussion followed. Director Blair requested clarification regarding the requirement that the boy scouts are required to seek participation from all thirteen village parks regarding putting up flags at village park entrances in order to place flags at Forestgate Park and Falconwing Park in the village of Indian Springs. Secretary Robb requested that Martin Luther King Day be added to the list of days that the flag will be displayed.

Friendly Amendment by: Secretary Robb moved to add Martin Luther King Day to the list of days that the American flag can be displayed.

The friendly amendment was accepted by Director Bass and Treasurer Bunch.

The original motion including the friendly amendment passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

21. Receive, consider and act upon a recommendation by the Ad Hoc Transportation Committee concerning changes to Board policy in regards to the Texas Open Meetings Act;

Chairman Tough informed the Board that this item will be deferred until February.

CLOSED MEETING (if applicable):

22. Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;

Chairman Tough informed the Board that there was no need for an Executive Session.

23. Reconvene in Public Session;

Not necessary.

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

24. Consideration of items to be placed on the agenda for next month's meeting;

Secretary Robb requested a report on street lights that are out on main corridors and information regarding how street lights are monitored.

25. Board announcements;

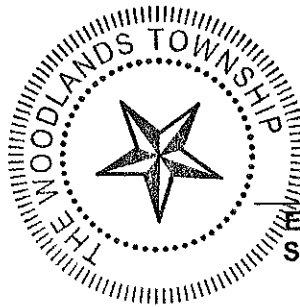
There were no announcements.

26. Adjournment;

Motion by: Director Long moved to adjourn the meeting at 6:50 p.m.

Second by: Director Blair

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Directors)	x		
Blair, Nelda Luce (Directors)	x		
Long, Jeff (Directors)	x		



Ed Robb

Ed Robb
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

***To view Exhibits, please contact the Records Department at 281-210-3974.**